

§ 239.8

(iii) Determining and advising each applicant on the most appropriate type of assistance.

(iv) Determining amounts to be paid, consistent with DoD policy, and making payments or authorizing and arranging for acquisition or transfer of the applicant's property.

(v) Maintaining, managing, and disposing of acquired properties or contracting for such services with private contractors.

(vi) Processing all appeals, except where applicant agreement cannot be reached. Such appeal cases will be forwarded, in turn, to the MSC, CEMP-CR, and DASA(I&H) for consideration.

(3) *HQUSACE Major Subordinate Commands (MSC)*. MSCs have been delegated the authority to perform oversight and review of district program management and based upon that review, or in response to specific requests, to provide local policy guidance to the districts and recommend program changes or forward appeals to CEMP-CR for consideration.

§ 239.8 Funding.

(a) *Revolving fund account*. The revolving fund account contains money appropriated in accordance with the ARRA, and receipts from the management, rental, or sale of the properties acquired.

(b) *Appropriation, receipts, and allocation*. Funds required for administration of the program will be made available by DoD to the HQUSACE. Funds provided will be used for purchase or reimbursement as provided herein and to defray expenses connected with the acquisition, management, and disposal of acquired properties, including payment of mortgages or other indebtedness, as well as the cost of staff services, contract services, Title Insurance, and other indemnities.

(c) *Obligation of funds*. For government acquisition of homes under the authority of this Rule, funds will be committed prior to the Government's offer to purchase is conveyed to the applicant. The obligation will occur upon timely receipt of the accepted offer returned by the applicant.

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§ 239.9 Application processing procedures.

(a) *Acceptance of applications*. The district will accept applications (DD Form 1607) for HAP and Expanded HAP benefits submitted through the U.S. Mail or other delivery system direct to the appropriate district office. See § 239.15 of this part for a list of District field offices.

(b) *Application Form (DD Form 1607)*. Should the DD form 1607 not provide all the information required to process Expanded HAP applications, Districts must provide applicants appropriate supplemental instructions.

(c) *Assignment of application numbers*.

(1) *Assignment of application numbers*. When a District receives an application, it will assign the application number and develop and maintain an individual file for each property. Applications for programs located in another District will not be assigned a number, but will be forwarded immediately to the District having jurisdiction. An application number, once assigned, will not be reassigned regardless of the disposition of the original application. Reactivation or reopening of a withdrawn application does not require a new application or application number.

(2) *Method of assignment*. An application will be numbered in the following manner:

(i) *Agency code*. Code to indicate the Federal agency accountable for installation being closed or applicant support:

- (A) 1—Army
- (B) 2—Air Force
- (C) 3—Navy
- (D) 4—Marine Corps
- (E) 5—Defense Agencies
- (F) 6—Non-Defense Agencies
- (G) 7—U.S. Coast Guard

(ii) *District code*.

- (A) Sacramento: L2
- (B) Savannah: K6
- (C) Fort Worth: M2

(iii) *Applicant category code* (military/civilian/wounded/surviving spouse/PCS):

- (A) 1 = Civilian (BRAC)
- (B) 2 = Military (BRAC)
- (C) 3 = Non-appropriated Fund Instrumentalities
- (D) 4 = Military Wounded